



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-060

The U.S. Embassy in New Delhi is seeking an individual for the position of Custodian Foreman in the Facilities Maintenance Services Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Custodian Foreman, FSN-1305-03, DLA-526097
(Personal Services Agreement)

OPENING DATE: May 26, 2010

CLOSING DATE: June 09, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-BB
Ordinarily Resident: Grade: FSN-03*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTIONS OF POSITION

- Responsible for the supervision of the routine janitorial and cleaning operations to provide safe, clean and habitable environment as per Embassy standards in the Embassy buildings through a team of 15 or more custodians.
- Prepare daily work schedule for custodial staff, inspect rest rooms and clearing operations.
- Receive instructions in the form of cleaning schedules indicating frequency of specific cleaning operations.
- Perform additional duties assigned by the supervisor in the support of the assigned schedule.
- Attach all paperwork and submit them to the supervisor.
- Keep account of supplies issued and consumed during the day.
- Orient and train custodians in the use of equipment, supplies and cleaning procedures and safety aspects.

QUALIFICATIONS REQUIRED

1. Completion of High school (class X).
2. Minimum three years of experience as a custodian in hotel industry, MNC or Foreign Mission.
3. Level II (limited) in English and Hindi.
4. Working knowledge of modern cleaning methods and techniques.
5. Physical ability to handle powered cleaning equipment.
6. Ability to schedule and effectively supervise the work of others.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: NewDelhiVacancies@State.gov

Please insert "VA# 10-060 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the

Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **June 09, 2010**.

AN EQUAL OPPORTUNITY EMPLOYER